## AMENDMENTS TO THE CLAIMS

1. (currently amended) A method of processing data for the administration of an organisation, the method including the steps of:

generating element data representing details of workplace elements;

recording activity data associated with the workplace elements by recording the element data during workplace activities associated with the workplace elements;

writing the element data and the activity data to a database stored in a data storage device;

generating a unique activity code for each one of said workplace activities;

associating said unique activity codes with the element data and the activity data written in said database, based on said workplace activities;

generating at least one save table from the element data and the activity data written in the database, wherein each save table contains element data associated with related workplace elements and each row of each said save table is associated with one of said activity codes;

~~retrieving the element data and the activity data from the database~~ using the activity codes as keys for ~~such~~ retrieval of element data and activity data from at least one selected set of said save tables;

and applying predetermined algorithms to the retrieved element data and the activity data to generate reports relating to workplace activities associated with the workplace elements.

2. (previously presented) A method as claimed in claim 1, in which the step of generating element data includes the step of building a registration database that includes at least one look-up table that stores element codes and the element data such that each element code represents a predetermined component of the element data associated with that element code.

3. (original) A method as claimed in claim 2, in which the step of generating element data includes the step of converting each element code in the registration database into a barcode and applying the barcode to respective workplace elements, the step of recording the element data including the step of scanning the barcodes.

4. (previously presented) A method as claimed in claim 3, in which the step of writing the element data and the activity data to a database includes the step of writing the element codes to intermediate files together with defining parameters, such that each activity is associated with an intermediate file.

5. (original) A method as claimed in claim 4, which includes the step of generating a delimited text file for each activity, with the element codes, the activity code and the defining parameters of that activity, to define the intermediate file, such that each field of the delimited text file contains one variable element code, the activity code and the remaining element codes.

6. (original) A method as claimed in claim 5, which includes the step of importing data from the delimited text files to imported data tables, such that each row of each imported data table represents a field of the associated delimited text file, with one column of each imported data table containing variable element codes and a number of columns of each imported data table containing said remaining element codes.

7. (original) A method as claimed in claim 6, which includes the step of expanding at least one of the element codes representing a group of workplace elements into element codes representing the workplace elements of that group.

8. (previously presented) A method as claimed in claim 6, which includes the step of importing start and finish time details into a column of the imported data table.

9. (currently amended) A method as claimed in claim 7, which includes the step of carrying out a look-up operation on the registration database and the imported data tables, wherein ~~and generating save tables so that~~ each save table has a column of activity codes and columns of workplace element details and so that each activity code can be associated with a set of workplace element details.

10. (original) A method as claimed in claim 9, in which the step of applying predetermined algorithms to the element data and the activity data to generate reports includes the step of

calculating cost components associated with various workplace activities and generating account reports.

11. (currently amended) An apparatus for processing data for the administration of an organisation, the apparatus including

a data storage device storing element data representing details of workplace elements;

at least one recordal device that is configured to record activity data associated with the workplace elements by recording the element data during workplace activities associated with the workplace elements;

and at least one computer that is operable on the data storage device, is connected to the, or each, recordal device, is programmed to write the activity data to the data storage device, to generate unique activity codes associated with the activity data and to write said activity codes to a database in the data storage device together with said activity data, the, or each computer being further programmed to generate at least one save table from the element data and the activity data written in the database, wherein each save table contains element data associated with related workplace elements and each row of said save table is associated with one of said activity codes, wherein the, or each computer is further programmed to ~~retrieve the element data and the activity data from the database using~~ use said activity codes as keys for retrieval of element data and activity data from at least one selected set of said save tables and to apply predetermined algorithms to the element and activity data to generate reports relating to workplace activities associated with the workplace elements.

12. (original) An apparatus as claimed in claim 11, in which the apparatus includes a primary computer and at least one secondary computer connected to the primary computer with a suitable network.

13. (original) An apparatus as claimed in claim 12 in which the primary computer is programmed to generate the activity codes and to store the activity and element data together with the associated activity codes in the data storage device.

14. (original) An apparatus as claimed in claim 13 in which the primary computer is

programmed to apply said predetermined algorithms to the element and activity data to generate the reports.

15. (previously presented) An apparatus as claimed in claim 12, in which the data storage device stores a registration database that includes at least one look-up table that stores element codes and the element data such that each element code represents a predetermined component of the element data associated with that element code.

16. (original) An apparatus as claimed in claim 15, in which one of the primary computer and the, or each secondary computer is programmed to generate barcodes, each barcode representing an element code and capable of being operatively applied to each workplace element.

17. (original) An apparatus as claimed in claim 16, in which the, or each, recordal device is a programmable barcode scanner that is connected to the, or each, secondary computer via the network.

18. (original) An apparatus as claimed in claim 17, which includes a plurality of barcode scanners capable of reading said barcodes and being configured to generate a signal representing the element code corresponding to the scanned barcode.

19. (original) An apparatus as claimed in claim 18, in which each barcode scanner is programmed to be associated with a particular activity, such that each barcode scanner is configured to read barcodes in a predetermined order when that activity is carried out.

20. (previously presented) An apparatus as claimed in claim 15, in which the primary computer is programmed to write the element codes to intermediate files together with defining parameters, such that each activity is associated with an intermediate file.

21. (original) An apparatus as claimed in claim 20, in which the primary computer is programmed to generate a delimited text file for each activity, with the element codes, the activity code and the defining parameters of that activity, to define the intermediate file, such

that each field of the delimited text file contains one variable element code, the activity code and the remaining element codes.

22. (original) An apparatus as claimed in claim 21, in which the primary computer is programmed to import data from the delimited text files to imported data tables, such that each row of each imported data table represents a field of the associated delimited text file, with one column of each imported data table containing variable element codes and a number of columns containing said remaining element codes.

23. (original) An apparatus as claimed in claim 22, in which the primary computer is programmed to expand at least one of the element codes representing a group of workplace elements into element codes representing the workplace elements of that group.

24. (previously presented) An apparatus as claimed in claim 22, in which the primary computer is programmed to import start and finish time details into a column of the imported data table.

25. (currently amended) An apparatus as claimed in claim 23, in which the primary computer is programmed to carry out a look-up operation on the registration database and the imported data tables and ~~to generate save tables, so that~~ wherein each save table has a column of activity codes and columns of workplace element details and so that each activity code can be associated with a set of workplace element details.

26. (original) An apparatus as claimed in claim 25 in which the primary computer is programmed to calculate cost components associated with various workplace activities and to generate account reports.

27. (currently amended) A computer for processing data for the administration of an organisation, the computer including a data storage device storing element data representing details of workplace elements, the computer being connectable to at least one recordal device that is configured to record activity data associated with the workplace elements by recording the element data during workplace activities associated with the workplace elements, the computer

being programmed to be operable on the data storage device, to write the activity data to the data storage device, to generate unique activity codes associated with the activity data and to write said activity codes to a database in the data storage device together with said activity data, the computer being further programmed to generate at least one save table from the element data and the activity data written in the database, wherein each save table contains element data associated with related workplace elements and each row of said save table is associated with one of said activity codes, wherein the, or each computer is further programmed to ~~retrieve the element data and the activity data from the database using~~ use said activity codes as keys for retrieval of element data and activity data from at least one selected set of said save tables and to apply predetermined algorithms to the element and activity data to generate reports relating to workplace activities associated with the workplace elements.

28 - 30. (canceled)